



## Job Description

<b>Job title</b>	<i>Ministry Assistant of Children's Ministry (Elementary Division)</i>
<b>Congregation</b>	<i>Young Life Development Ministry (YLD)</i>
<b>Reports to</b>	<i>YLD Pastor in Charge / Children Pastor</i>
<b>Revised Date</b>	<i>May 8, 2019</i>

### **Congregation Summary**

In partnership with families, the YLD Ministry aims to grow a solid and authentic faith in our young generation's lives so that they become life-followers of Jesus Christ.

### **Purpose of the Position**

Together with the Children's Ministry staff team including Children Pastor, other Program Lead(s) and Ministry Assistants, the Ministry Assistant coordinates and provides all the administrative and volunteer support for both our regular programs and special programs/events for our elementary ministry.

### **Job Summary**

The Ministry Assistant of Children's Ministry (Elementary Division) co-ordinates and provides all the necessary craft supplies, props, stationery, snacks, etc. for our elementary ministry programs. He/She also provides support in our volunteer records and training, ministry facility management, ministry props and supplies storage maintenance, plus the coordination of the Welcoming Team and Adult Navigator Team, etc.

### **Qualifications**

- Mature and growing Christian with a passion in winning children for Jesus Christ;
- Commitment to RHCCC and YLD vision, mission and values;
- A team player with strong interpersonal, communication, organization and administrative skills;
- Proficiency in using Microsoft office applications; MailChimp is an advantage;
- Fluency in English and Chinese; experience in translation is preferred;

## Working Conditions

- Required to serve on Sunday morning or afternoon concurrent to Cantonese, English and Mandarin adult worship services
- Required to attend meetings during weekdays, evenings and weekends as necessary
- Required to work on weekends, Christmas and Good Friday for special ministry events as necessary
- Possess a car with valid driving license as driving is required for ministry supply purchases.
- Capable of carrying, moving or lifting heavy items such as packs of bottled water, small boxes of Bibles, etc.

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<b>Approved by:</b>	<i>Paul Ting, Executive Pastor</i>
<b>Date approved:</b>	<i>May 9, 2019</i>
<b>Reviewed:</b>	